
zepto

Brand Portal & Process Guide

Improved Payment Processes



Monthly Vendor Ledger

A ledger, mirroring our SAP records, which includes **Purchases/Inwards, Debit Note(DNs), Credit Notes(CNs), Payments, Account Receivable–Accounts Payables adjustments on account of BFD/RTV & Monet etc**, offering vendors full visibility of all transactions with Zepto

Summarized View

A summary section at the top of the ledger provides a clear snapshot of total Debits, Credits, and the Closing Balance for the quarter

Quick Access

Brand partners can download their ledger for last 3 months from the vendor portal in an excel format. This will have entry details for better clarifications

D-1 Ledger

Brand partners have a view on their monthly ledger at D-1, leading to prompt visibility over transaction details

The screenshot displays the 'Payments > ledger' interface. On the left is a dark sidebar menu with options: Market Share, Know Your Customer, Fulfilment, Geo Insights, Persona Classification, PO Management, Payments, Invoices, Ledger, Debit & Credit Notes, Payment Advice, Brand Funded Discounts, and Reports. The main content area is titled 'Ledger Summary' and features two summary cards: '-₹1,31,14,425.85 Closing Balance (Payable by Zepto)' and '+₹4,74,35,682.47 Debits'. Below this is a table titled 'Ledger' with columns: Company Code, Ref Id, Vendor Code, and Document No. The table contains six rows of transaction data.

Company Code	Ref Id	Vendor Code	Document No
	-	-	-
1100	PMDDN-37565		5400012475
1100	-		2000030774
1100	-		2000030774
1100	-		2000030774
1100	-		2000030714

Inception to date SOR Reconciliation

A comprehensive accounts reconciliation to provide partners with a view of all transactions since inception, ensuring higher **transparency and clarity**.

Summary of Purchases		
Particulars	Amount	Remarks
Total Invoices	1,011,967	Till date purchases
less : Qty DNs	0	
less : Price DNs	0	
Total Net Purchases (A)	1,011,967	

Summary of Due Payables		
Particulars	Amount	Remarks
Due Invoices (B)	117,161	As per secondary sales
less: Payment adjusted till date	11,518	
less : Promo/ RTV adjusted till date	79,187	
less : Monet adjusted till date	0	
Due payable/(Receivable)	26,456	
less: Due Monet Hold	0	
Net Due Payable/(Receivable) (C)	26,456	

Summary of Not Due Payables		
Particulars	Amount	Remarks
Not Due Payable (A-B)	894,807	Will be paid basis secondary sales
Not Due Receivables against Monet	0	Will be adjusted against secondary sales



Triggered on the 11th of every month from the email - vendor.sorledger@zeptonow.com



Working file with the details on

Purchases

Debit Notes

COGS

Payment till date

Promo (BFD) adjustment

Monet adjustment

Attached details & guide

Reconciliation file

COGS data
(Month × City level)

Vendor & customer ledgers

Partner Support guide for raising queries



Strengthening Supply Processes



Track, control, and streamline

Streamlined PO management & ASN

Detailed view on every PO raised, brand partners can view & download relevant inputs to service POs on time

PO Summary 19 Nov 2025 - 19 Dec 2025 Learning Hub Download

6 Pending Acknowledgement
12,514 Units | ₹10.26 L

5 Delivering In 2 Days
15,414 Units | ₹8.04 L

6 Open To Fulfill
12,514 Units | ₹10.26 L

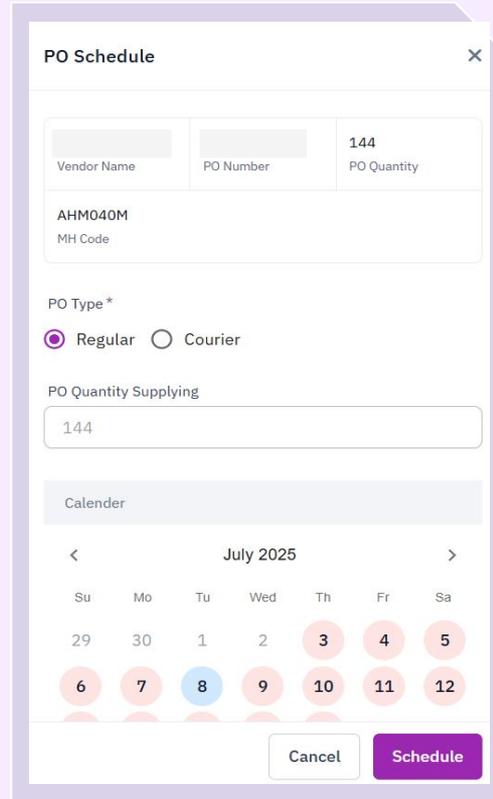
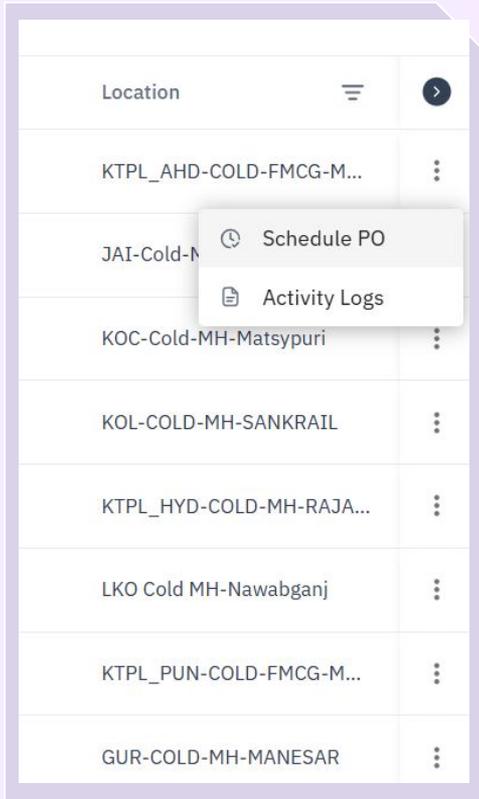
7 Cancelled PO
76,700 Units | ₹83.21 L

4 Expiring In 10 Days
19,648 Units | ₹20.22 L

Open PO **All PO** Scheduling PO

PO No.	Status	Scheduling Status	Vendor Name	Vendor Code	Location	City
P2990044	Pending Acknowledgement	Unscheduled			SAS-COLD-FMCG-MH-Dera ...	SAS - I
P2990037	Pending Acknowledgement	Unscheduled			KTPL_JAI_COLD_FMCG-MH...	JAI - J
P2990026	Pending Acknowledgement	Scheduled			KTPL_PUN-COLD-FMCG-M...	PUN - I
P2990012	ASN Created	Unscheduled			KOC-Cold-MH-Matsypuri	KOC - I
P2990009	Pending Acknowledgement	Scheduled			LKO Cold MH-Nawabganj	LKO - I
P2990001	ASN Created	Scheduled			KOL-COLD-MH-SANKRAIL	KOL - I

Scheduling Portal



Self serve portal

What's New:

Brand partners can now directly schedule deliveries against Open POs through the vendor portal.

Eliminates manual coordination and reduces lead time.

RTV Summary

Brand partners can check their RTV details here.

- Zepto Reactor
- Zepto Atom
- PO Management
- PO Lifecycle
- ASN
- GRN
- Returns**
- Payments
- GST Update
- Brand Funded Discounts
- Reports
- Learning Hub
- Partner Support

Returns Summary

30 Sep 2025 - 30 Oct 2025

Learning Hub

Download Report

Reference No.	Status	Vendor	Order Type	Inventory Type	MH Location	Expected Qty (Allocated Qty)
REHYD004M392	Packing In Progress		RTV	GOOD	HYD-DRY-MH-MEDAK	4
REFBD001M573	Packing In Progress		RTV	GOOD	FBD-DRY-MH-BALLABHGARH	1
REGUR033M145	Pending Pickup		RTV	GOOD	GUR-DRY-MH-FARUKHNAG...	1
RECHN006M277	Overdue		RTV	GOOD	CHN-DRY-MH-THIRUVALLUR	0
REMUM174M292	Overdue		RTV	GOOD	MUM-DRY-MH-SHAKTI	5
REHYD080M219	Packing In Progress		RTV	GOOD	HYD-DRY-MH2-KANDLAKOYA	2
REBLR065M478	Pending Pickup		RTV	GOOD	BLR-DRY-MH-NELAMANGALA	70
REBLR142M188	Packing In Progress		RTV	GOOD	BLR-DRY-MH-SUMADHURA	25

← Previous

1 2 3 4 5

Next →

RTV Summary

The dashboard opens to a detailed view at return order level

REHYD004M365 Dispatched

Vendor Name	Vendor Code	GOOD Inventory Type	Picking Slip Download	0 Count of Boxes
- Debit No.	- Debit Note Created On	Delivery Challan Download	E-Way Bill Download	Proof of Delivery Download
- DN Qty	HYD-DRY-MH-MEDAK Location			

Packing In Progress ✓ Pending Pickup ✓ Dispatched ✓

SKU	PV Id	Brand	Scheduled Qty	Tax
			558 Units	36%
			15 Units	36%
			4 Units	36%
			2,688 Units	36%
			4 Units	36%

Detailed reports data on brand portal

Transparency across data points to give brand partners visibility on their business metrics

Sales report

FLEXIBLE TIME PERIOD

D-1 DATA

Inventory report

FLEXIBLE TIME PERIOD

D-1 DATA

Catalogue report

LIVE CATALOGUE AVAILABLE

GRN report

TRACKS INWARDS DATA

ODR & ODR RTV report

TRACKS REJECTIONS DATA

TRACKS RETURN OF ODR MATERIAL

Returns report

LOGS RETURN TO VENDOR DATA

Sales Report

DATA POINTS COVERED IN THE REPORT

- 1 SKU level quantity sold
- 2 Given on date level
- 3 Mapped at city level
- 4 Both PVID & EAN level view
- 5 MRP shared to give GMV

Inventory Report

DATA POINTS COVERED IN THE REPORT

1 SKU level inventory quantity

2 Mapped at city level

3 Catalogue name & PVID view

4 Mapped to brand's EAN code

Catalogue Report

DATA POINTS COVERED IN THE REPORT

- 1 Brand's NPI sheet details
- 2 Mapped to brand's EAN code
- 3 Latest MRP is shared here
- 4 Image links for listing details

GRN Report

DATA POINTS COVERED IN THE REPORT

1

PO level data visibility

2

As per the date range selected

3

View on PO Qty | ASN Qty | GRN Qty

4

Invoice level mapping for reconciliation

5

Mapped to ASN no & GRN code

ODR Discrepancy Report

DATA POINTS COVERED IN THE REPORT

1

PO level data visibility

2

Discrepancy noted at SKU level details

3

Details on Po Qty | ODR quantity

4

Debit note No & value shared for recon

ODR Returns Report

DATA POINTS COVERED IN THE REPORT

1

Return order level data visibility

2

Mapped to PO & Invoice no

3

Discrepancy qty, note & reason shared

4

Details shared on the RTV pickup date

5

RTV Pickup status highlighted

RTV Report

DATA POINTS COVERED IN THE REPORT

1

Return order level data visibility

2

Order shipped date & status shared

3

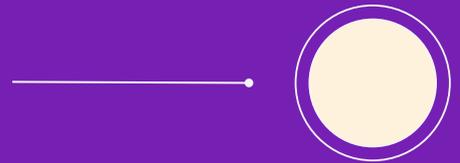
Pickup location & quantity

4

Mapped to invoice details

Raise queries anytime via vendor portal

faster resolution, full tracking



Partner Support

Zepto Atom

Live Monitor Today

Sales Analytics

Market Share

Know Your Customer

Fulfilment

Geo Insights

Persona Classification

PO Management

Payments

Brand Funded Discounts

Reports

Learning Hub

Partner Support

Partner Support

Ethics Helpline

Standard

+ Content & Video Hosting ✨ Subscribe now ✨ Get Persona Insights: Understand your buyer ✨ Subscribe now ✨ Check Competitor Market Share ✨ Subscribe now ✨ Unlock high

You are Impersonating as

Exit View

Needs Action Tickets Open Tickets Closed Tickets

Raise A Ticket

No action required

View Open Tickets

All brand partners can raise a query via the vendor portal by clicking here

- Zepto Atom
- Live Monitor Today
- Sales Analytics
- Market Share
- Know Your Customer
- Fulfilment
- Geo Insights
- Persona Classification
- PO Management
- Payments
- Brand Funded Discounts
- Reports
- Learning Hub
- Partner Support

Partner Support

ona Insights: Understand your buyer Subscribe now Check Competitor Market Share Subscribe now Unlock higher con

You are Impersonating as [Redacted]

Needs Action Tickets | Open Tickets | Closed Tickets

This new window will open up with detailed query list, for partners to choose their relevant issue type

No action required

[View Open Tickets](#)

Raise A Ticket

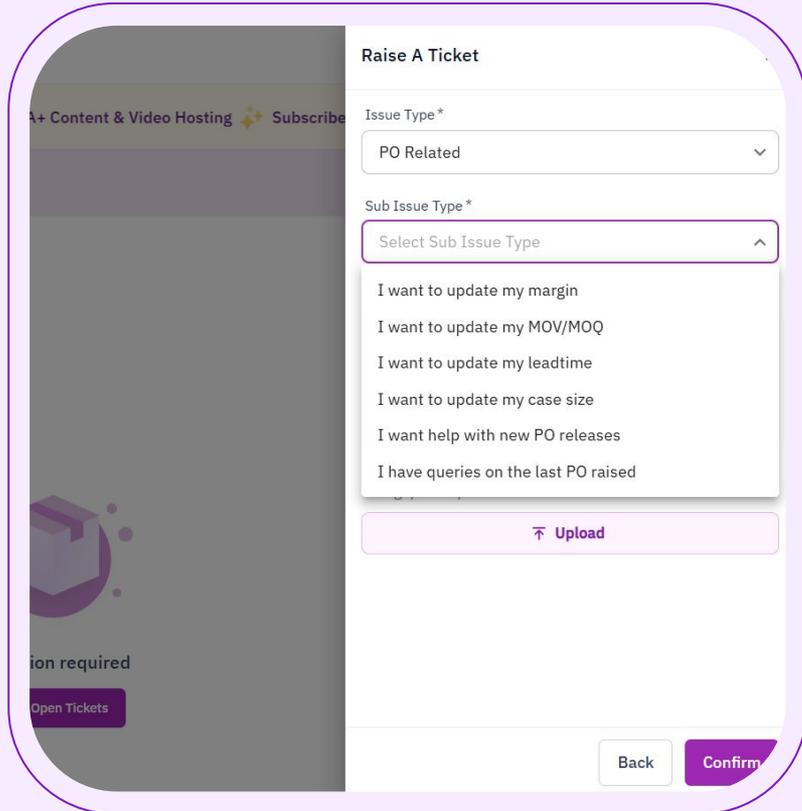
Issue Type*

Sub Issue Type*

Describe Your Issue*

In correlation with above details, you can upload Image/Video/PDF etc.

Type of queries addressed



The screenshot shows a mobile application interface for raising a ticket. The title is "Raise A Ticket". There are two dropdown menus: "Issue Type*" with "PO Related" selected, and "Sub Issue Type*" with "Select Sub Issue Type" selected. Below the dropdowns is a list of sub-issue types: "I want to update my margin", "I want to update my MOV/MOQ", "I want to update my leadtime", "I want to update my case size", "I want help with new PO releases", and "I have queries on the last PO raised". At the bottom of the form, there is an "Upload" button with an upward arrow, a "Back" button, and a "Confirm" button.



Payments

Queries on ledger, payment advice and delays, invoicing issue, SOR ledger, TDS workings and certificate

Supply Chain

Queries around GRN, PO amendments, ASN, scheduling, truck unloading



Category & Catalogue

Queries around changes in catalogue, advertisement, access and mapping, BFD, new PO releases